

Hall of Records
Commission

REQ FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

466

PAGE
NO. 1

1. Requesting Agency

STATE ROADS COMMISSION

2. Division or Bureau of Requesting Agency
Engineering Division,
Development Engineering Section

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1 ENTRANCE PERMIT FILE

Quantity: 45 file drawers
Size: Letter size
Date: 1933...
Index: Entrance card index (Item 3)
Audit: Periodic State audit

The Permit File is composed of two divisions, one containing all pending permits, the other completed permits. The pending file contains:-

Correspondence regarding issuance of permits
Applications
Acceptances with conditions
Permit copies
Permit bonds (for single projects)
Plans and plans

The completed portion includes, in addition to the above papers:-

Notations of completion of the projects
Covering letters for return of bonds
Releases of bonds

In some instances the material from the Route File (Item 2) is transferred to the pending or the completed Permit Files. Permits for private entrances are issued through the District Offices, (since 1937), except in special cases subject to review by the Development Engineer.

RECOMMENDATION: RETAIN PERMANENTLY; MICROFILM AFTER PERMIT IS ISSUED, AND DESTROY ORIGINAL FILES. RETAIN MICROFILM PERMANENTLY.

(continued)

7. Agency, Division or Bureau Representative

Charles Lee
Signature*Chief, Development Eng. Sect.*
Title11/25/68
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposl. Authorized as Indicated in Col. 6 by Board of
Public Works.

DEC 4 1968

Date

Morris S. Duff

Archivist

DEC 17 1968

Date

Charles Lee
Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>ROUTE FILES</p> <p>Size: Letter size Dates: 1957... Quantity: 34 legal-size file drawers File Arrangement: By county and route number, then by name of applicant</p> <p>Four District Engineer divisions (3, 4, 5, and 7) have been centralized in the Baltimore office, for the purpose of issuing commercial and industrial entrance permits. Districts 1, 2, and 6 continue to issue such permits at the district level but these may be reviewed by the Baltimore office. The files contain all or some of the following papers:-</p> <p>Correspondence to or from:</p> <ul style="list-style-type: none">Local agenciesApplicantsState Roads CommissionGeneral public - inquiries regarding road plans and status <p>Plans and Plans</p> <p>After permits have been issued, material from the Route Files is sometimes combined with the Permit File (Item 1). Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p>	
3	<p>ENTRANCE CARD INDEX</p> <p>Size: 3" x 5" cards Dates: 1957... Quantity: 3 card trays File Arr.: By county and route number</p> <p>The card gives the route number, the permit number, name and address of permittee, a brief description of the project, and date of release, when made.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4	<p>PERMIT LOG</p> <p>Size: 8 1/2" x 11" Dates: 1957... Quantity: 2 vols. File Arr.: Chronological</p> <p>The Permit Log for commercial and industrial entrances requiring permits in Engineering Districts 3, 4, 5, and 7 is arranged by permit number, giving date of issue, route number, type of entrance, amount of the bond, the fee, date of clearance of the bond, and a brief description of the project. Engineering Districts 1, 2, and 6 also issue commercial and industrial entrance permits, but these are subject to review by the Baltimore office.</p> <p>All private entrance permits are issued by the District Engineers and the records are retained in the local offices. The recommendation below does not apply to the private entrance permits.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5	<p>TRAFFIC LIGHT PERMITS</p> <p>Size: Letter size Dates: 1959... Quantity: 2 legal file drawers; 1 5" x 8" card tray File Arr.: By permit number Index: Card file arranged by route number and name of permittee</p> <p>This file is composed of material relating to the installation of electric traffic signals, and contains some or all of the following records:-</p> <p>Installation authorization notice to District Engineer Permit copy with route number, location, and description of equipment to be used. Correspondence Plans and Plans</p> <p>In addition to the file, a card index is maintained on 5" x 8" cards for each installation, and gives the route number, name of permittee, date of issuance of permit, and a brief description of the location and type of installation, with the conditions for operation and maintenance.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6	<p>TRAFFIC LIGHT PERMIT LOG</p> <p>Size: 8 1/2" x 11" Dates: 1959... Quantity: 1 volume</p> <p>The Traffic Light Log gives the permit number, date of issue of permit, and route number where light is located.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7	<p>BONDING COMPANY FILE</p> <p>Size: 3" x 8" cards Dates: 1957... Quantity: 1 card tray File Arr.: By name of company</p> <p>This card file is a record of performance bonds issued for commercial and industrial entrance permits, and gives name of permittee, permit number, date of issue, route number, and location of entrance.</p> <p>RECOMMENDATION: RETAIN UNTIL SUPERSEDED, OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.</p>	
8	<p>BLANKET BOND FILE</p> <p>Size: Letter size Dates: 1957... Quantity: File Arr.: By name of bonding company</p> <p>This file is composed of bonds for multiple commercial and industrial entrances, with correspondence relating to the bonds. Bonds for single projects are filed in the pending and completed Permit File (Item 1).</p> <p>RECOMMENDATION: RETAIN UNTIL SUPERSEDED OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.</p>	
9	<p>BOND RELEASE INDEX</p> <p>Size: 3" x 5" cards Dates: 1957... Quantity: 1 card tray File Arrangement: By county and permit number</p> <p>The release index gives name of bonding company, permit and route number, amount of the bond, date of issue, and date of release.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10	<p>ROAD MAP AND PLAN FILE</p> <p>Quantity: 15 map bins, 10 transfiles, 22 map drawers, 4 cartons, 1 card tray File Arr.: By county, route number, and project Index: 3" x 5" card index</p> <p>This file is composed of maps, plats, and road plans for Federal and State road projects. A card index to these maps gives location or file number for each map, route and contract number, names of parties to the contract, and a description of the type or class of map.</p> <p>RECOMMENDATION: A. RETAIN MAPS UNTIL SUPERSEDED OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY. B. RETAIN CARD INDEX PERMANENTLY.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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11 GENERAL FILE

Size: Letter size

Dates: 1937...

Quantity: 2 file drawers

File Arr.: By subject

The General File includes material on the following subjects:-

Access for Areas in Vicinity of Interchange

Active Requisitions

Bills

Bituminous Curb Specifications

Bordering Information and Samples

Book of Standards

Business Machines

Car Accident Reports

Channelization

Civil Defense

Dept. of Budget & Procurement

Development Engineering Procedures

Directives (by source)

Entrance Channelization---

Court Decisions

Equipment

Forms

Geometric Design Standards

Interstate Memon

Leave Requests

Load Limits

Mileage Reports

Minutes, State Roads Comm.

Old Logs

Parking Patterns

Payroll

Personnel

Renaming of Streets

Residential Entrances

Road Exchanges

Supplies

Tabulation of Bids

Traffic Conditions

Traffic Maps

Typical Entrance Sketches

Zoning

Material in this file having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

12 GENERAL CORRESPONDENCE - PINK COPIES

Size: Letter size

Dates: 1937...

Quantity: 4 file drawers

File Arr.: Chronological by year, then alpha. by name of addressee

The pink copies of correspondence are filed separately, the first copies being filed in the Permit Files. The pink copies are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed as soon as they cease to have legal or administrative value to the operation of the office.